



Job Title: Paraprofessional (PERSHING HIGH SCHOOL)

Reports to: Principal

Primary Purpose:

Under the direction of the Principal, the paraprofessional will work closely with teaching staff, administrators, students, parents, and other team members to assist and support in providing educational benefit for students.

QUALIFICATIONS

Education/Certification:

- Have 60 hours of college courses, OR
Have at least an associate's degree, OR
Passed a state or local exam (i.e Basic Skills Test of Michigan for Teacher Certification, ETS ParaPro Assessment, or WorkKeys Assessment and Skill Levels).
- Demonstrated record of good attendance and punctuality.
- Demonstrated strong communication and interpersonal skills.
- Demonstrated ability to speak clearly and concisely both in oral and written communication.
- Interest in children and education
- Must meet criminal history background requirements (requires FBI Fingerprint and PSOR clearance).

Essential Functions:

- Work with students on lessons determined by the teacher.
- Work with individual students or small groups to reinforce activities which have been assigned by the teacher, including listening to students read.
- Develop special strategies for reinforcing material for individual students, their needs, interests, and abilities.
- Performance of clerical tasks, correction of papers, organizing instructional and other materials.
- Administer MME, ACT, and Performance Series drill activities for individuals or small groups.
- Help students master the use of technology or equipment and instructional materials using the Buzz Learning Platform.
- Distribute and collect workbooks, papers, and other materials for instruction.
- Guide independent study, enrichment work, and remedial work set up and assigned by the teacher.

- Performance of clerical tasks, correction of papers, etc.
- Provide instructional assistance in a computer laboratory.
- Help to maintain a positive classroom environment.
- Assist with monitoring the halls between class exchanges.
- Communicate regularly with teacher.
- Interact with co-workers, administration, students, parents, and the community in positive, supportive, and cooperative ways.
- Performs other related duties, including special projects, as required or requested, consistent with reasonable expectations for the contracted position.
- Attend school wide extra-curricular, parent, and community meetings.

Physical Requirements:

- Ability to lift / carry up to 20 lbs.
- Ability to sit / stand / walk for extended periods of time
- Continuously required to talk and hear
- Occasional bending / squatting / reaching / kneeling / twisting

Method of Application: All interested candidates should submit an electronic letter of application and current resume to:

Dr. MiUndrae Prince
 Assistant Chancellor
 Human Capital, Equity, and Accountability
 Education Achievement Authority of Michigan
 300 River Place, Suite 3600
 Detroit, Michigan 48207

By E-mail to: mprince@eaaofmichigan.org

Candidates may also contact the principal directly at gking@eaaofmichigan.org

NOTE: By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all- inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.